

Materials Needed:

- ✓ Index cards
- ✓ Pen
- ✓ Rubber band and/or plastic sandwich bag
- ✓ Various sources

Instructions for making Note Cards:

1. Do all note cards in ink to prevent info from rubbing off.
2. Stack your index cards near you while you're conducting research.
3. Number each index card with the appropriate source number in the upper right hand corner. The source number is the order of the source as you find it, so your first source is 1; your second source is 2 and so on.
4. Start with one index card and write the main topic of the note in the upper left hand corner of the notecard. Keep it simple, and relate it to the research questions, if possible.
5. Take down the notes from the website in the middle of the index card. They can be bullet points, a summary, or a paraphrase of the website's information. If you take a direct quote, be sure to copy it *exactly as it appears originally* and surround the quote with appropriate punctuation.
6. If your source is a book, copy the page number on the lower right corner of your notecard so you know where to find the information again if needed.

Intro/Influences/Adversities/Accomplishments/Conclusion Source #
Begin note here:
Page # (if book)

Remember that you can/should vary your note taking. The 3 types of notes are:

- **Summary:**
Taking an extensive amount of information from a source and condensing it to a few sentences focusing on the main idea, restated in your own words.
- **Paraphrase:**
Pulling information from a source, keeping it about the same length, but putting it into your own words.
- **Quotation:**

Pulling information from a source and reproducing it word-for-word in your paper (requires quotation marks " " and the author's name.)

*When creating your notecards, please consider the following strategies for taking notes:

➤ **Summary: *picking & choosing only what you want to say (Briefly)***

Taking an extensive amount of information from a source and condensing it to a few sentences focusing on the main idea, restated in your own words.

- Includes an overview of the main idea
- Draws attention to the important points
- Is much shorter than the original text

➤ **Paraphrase: *sentence by sentence & changing it into your words***

Pulling information from a source, keeping it about the same length, but putting it into your own words.

- Interpret the text in your own words without changing the original meaning
- Almost equal to or slightly shorter than the original version
- Rephrases the text into language that is easier to understand

➤ **Quotation: *REMINDER: YOU ARE REQUIRED TO HAVE AT LEAST 1 OF THESE PER SOURCE.***

Pulling information from a source and reproducing it word-for-word in your paper

- requires quotation marks “ ” around the text
- must be stated and punctuated exactly word-for-word
- you must include the name of the author or person who said the quote

***Reminder Rules for Quotes:**

1. Quotations always begin with a capital letter.

Example: “It’s hard for me to describe the joy I felt after I caught my first wave,” Bethany explained.

2. The quotation’s ending punctuation goes inside the end quotation marks.

***A comma separates the quotation from the words that tell who is speaking. When appropriate, a question mark or an explanation point can be used in place of a comma.**

Example: “It’s hard for me to describe the joy I felt after I caught my first wave,” Bethany explained.

Example: “It’s hard for me to describe the joy I felt after I caught my first wave!” Bethany shouted.

Example: “Can you imagine the joy I felt after I caught my first wave?” Bethany asked.

3. If the quotation comes after the person who spoke, place the comma after the person who spoke, before the opening quotation mark.

Example: Bethany explained, “It’s hard for me to describe the joy I felt after I caught my first wave.”

Example: Bethan shouted, “It’s hard for me to describe the joy I felt after I caught my first wave!”

Example: Bethany asked, “Can you imagine the joy I felt after I caught my first wave?”

Source:

Patterson, Joel. "Soul Surfer." *Surfing Magazine* 52.4. April 2011: 50-54. *Biography Reference Bank*. Web. 13 January 2014. <www.ebscohost.com>.

What The Article Stated Directly:

Sitting in the hospital in the days after the attack, and with a dozen national news teams stalking her release, Bethany's future was suddenly unrecognizable; however, she kept the faith. Literally. "When I was about five years old, I gave my heart to Jesus Christ," Bethany told a reporter. Raised in a religious household, she clung to the idea that what she was experiencing was part of a bigger plan. A plan that included her getting back in the water and surfing again.

Summary Example:

While Bethany waited in the hospital after the attack, many reporters waited eagerly to interview her. Although she was uncertain about her future, she kept her faith in God and knew that she would one day surf again.

Paraphrase Example:

There were many reports hoping to interview Bethany after her shark attack. Although she was uncertain about her future in surfing, she continued to keep her faith. Bethany was raised in a family that had a strong religious background, and she began a religious connection to Jesus Christ as she was only five years old. Bethany knew that God's plan for her was much bigger than the shark attack, and she strongly believed she would surf again.

Direct Quote Examples:

- 1) "Sitting in the hospital in the days after the attack, and with a dozen national news teams stalking her release, Bethany's future was suddenly unrecognizable," stated Patterson.
- 2) Patterson stated, "Sitting in the hospital in the days after the attack, and with a dozen national news teams stalking her release, Bethany's future was suddenly unrecognizable."
- 3) "When I was about five years old, I gave my heart to Jesus Christ," Bethany told a reporter.

Example Bib Card from this source:

1

Patterson, Joel. "Soul Surfer." *Surfing Magazine* 52.4. April 2011: 50-54. *Biography Reference Bank*. Web. 13 January 2014. <www.ebscohost.com>.

Example Note Card from this source:

Adversities/ struggle

source 1

While Bethany waited in the hospital after the attack, many reporters waited eagerly to interview her. Although she was uncertain about her future, she kept her faith in God and knew that she would one day surf again.

DIRECTIONS: Use the information below to practice summarizing, paraphrasing, and directly quoting information.

Source:

Viti, Lucia. "Bethany Hamilton: Meet the Soul Surfer." *American Fitness* August 2013: 32-34.

What The Article Stated Directly:

Hamilton strives to remain a symbol of hope and inspiration by touching lives through her platform of faith and sport. Friends of Bethany, Hamilton's foundation dedicated to shark attack survivors and traumatic amputees, is one of her many charitable efforts used to encourage others. "It's exciting to know that by being who I am and all that I've been through, I've had a positive impact on those who need to overcome an obstacle to accomplish a goal!" Bethany concludes.

Summary:

Paraphrase:

Direct Quote:

ANSWER KEY

What The Article Stated Directly:

Hamilton strives to remain a symbol of hope and inspiration by touching lives through her platform of faith and sport. Friends of Bethany, Hamilton's foundation dedicated to shark attack survivors and traumatic amputees, is one of her many charitable efforts used to encourage others. "It's exciting to know that by being who I am and all that I've been through, I've had a positive impact on those who need to overcome an obstacle to accomplish a goal!" she concludes.

Summary:

Bethany continues to inspire others to believe in faith and sport. She began a foundation called Friends of Bethany to help survivors of shark attacks, and she is happy to help others who are struggling to overcome their adversities.

Paraphrase:

Bethany tries to remain a symbol of encouragement for others by continuing to believe in her faith and sport. Bethany's foundation called Friends of Bethany helps survivors of shark attacks. After all that she has been through, Bethany is proud to have a positive influence on those who have faced adversities.

Direct Quote Examples:

- 1) *Viti explained, "Hamilton strives to remain a symbol of hope and inspiration by touching lives through her platform of faith and sport."*
- 2) *"Friends of Bethany, Hamilton's foundation dedicated to shark attack survivors and traumatic amputees, is one of her many charitable efforts used to encourage others," states Viti.*
- 3) *"It's exciting to know that by being who I am and all that I've been through, I've had a positive impact on those who need to overcome an obstacle to accomplish a goal!" Bethany concludes.*

NOTE TAKING HOMEWORK

#_____

Directions: Use the information below to practice summarizing, paraphrasing, and directly quoting information.

Source:

Hamilton, Bethany. *Soul Surfer*. New York: MTV Books, 2004.

What The Book Stated Directly:

My first couple of tries didn't work: I couldn't get up. I have to admit I was a little bit discouraged. I thought it was going to be easier than it was. My dad, who was in the water with me, kept shouting, "Bethany, try it one more time. This one will be it!" So I did.

Summary:

Paraphrase:

Direct Quote:

ANSWER KEY

Directions: Use the information below to practice summarizing, paraphrasing, and directly quoting information.

Source:

Hamilton, Bethany. *Soul Surfer*. New York: MTV Books, 2004.

What The Book Stated Directly:

My first couple of tries didn't work: I couldn't get up. I have to admit I was a little bit discouraged. I thought it was going to be easier than it was. My dad, who was in the water with me, kept shouting, "Bethany, try it one more time. This one will be it!" So I did.

Summary:

Bethany had troubles surfing the first couple of times and got discouraged, but her dad kept cheering her on for encouragement.

Paraphrase:

Bethany couldn't get up her first few times trying to surf again, and she was upset because she thought it wouldn't be as hard as it was. Her dad kept shouting at her telling her to try it again, so she kept trying.

Direct Quote:

- 1) Bethany stated, *"I have to admit I was a little bit discouraged. I thought it was going to be easier than it was."*
- 2) *"My first couple of tries didn't work: I couldn't get up,"* Bethany explained.
- 3) *Bethany's dad shouted, "Bethany, try it one more time. This one will be it!"*